



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



Internal Audit Section

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Comptroller

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FILE COPY

August 26, 2013

Honorable Tishaura O. Jones, Treasurer
133 So. 11th Street Room 240
St. Louis, MO 63102

RE: Payroll Distribution Review (Project #2014-PRD02)

Dear Ms. Jones,

We have conducted a payroll distribution review of the Treasurer's Office (Department #340) for the pay period ending July 27, 2013. The objectives of this review were to determine if:

- Only eligible employees received wages.
- Wages were adequately safeguarded.
- Employees were only paid for actual hours worked or approved usage of paid leave.

The fieldwork was completed on August 1, 2013 and your staff was very helpful in the process.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

During this review, nothing came to our attention that caused us to believe the wages were not properly distributed and safeguarded.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,


Dr. Kenneth M. Stone, CPA, CGMA
Internal Audit Executive

cc: Ms. Shirley Rukcic, Director of Administration
Ms. Judy Montgomery, Assistant Treasurer-Treasury Operations